

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
STATEWIDE WEEKLY VACANCY REPORT

Start Date:
06/17/13

Deadline Date:
06/26/13

In compliance with West Virginia Code, Chapter 29, Article 6, Section 24, the attached job vacancy announcements are hereby posted.

MOTOR VEHICLES X
PUBLIC TRANSIT
STATE RAIL AUTHORITY
TRANSPORTATION
OFFICE ADMIN HEARING

HIGHWAYS

DISTRICTS

One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten
X	X		X						X

Executive	_____	Contract Administration	_____
Office Services	_____	Legal	_____
Finance	_____	Human Resources	_____
	<u>X</u>		
Equal Employment	_____	Traffic Engineering	<u>X</u>
Engineering	_____	Communications Division	_____
Right of Way	_____	Program Planning and Administration Division	_____
	_____	Auditing	_____
Information Services	_____	State Rail Authority	_____
Maintenance	_____	Materials Control, Soil and Testing Division	_____
Equipment	_____	Aeronautics	_____
Budget	_____		

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DOT1302031

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
PRINCETON REGIONAL OFFICE
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS IN OBTAINING DRIVER'S AND MOTOR
VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES,
AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO
ACCESS PRIOR INFORMATION AND UPDATE RECORDS.
PERFORM CASHIER TRANSACTIONS. ADMINISTER
LEARNER'S PERMIT, MOTORCYCLE, OPERATORS,
COMMERCIAL DRIVERS, AND VISION TESTS. ISSUE
DRIVER'S LICENSES. CONDUCT DRIVER CLINIC
INTERVIEWS. PERFORM VEHICLE INSPECTIONS.
REGISTER VOTERS. TAKE PHOTOGRAPHS. A VALID
DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED
DUTIES AS NEEDED. APPLICANTS SUBJECT TO CRIMINAL
BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN BOOKKEEPING,
CASHIERING OR RELATED PUBLIC CONTACT WORK.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR
THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR
BONDING.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 PETE LAKE
 DIV OF MOTOR VEHICLES
 5707 MACCORKLE AVENUE, SE
 SUITE 200
 CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1302031 ON APPLICATION

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SUPERVISOR III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
FLATWOODS REGIONAL OFFICE
BRAXTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SUPERVISE EMPLOYEES AND ACTIVITIES SUCH AS
TRAINING, NEW EMPLOYEE ORIENTATION, ASSIGN DUTIES,
EVALUATE JOB PERFORMANCE, AND APPROVE USE OF
LEAVE. PREPARE DAILY LABOR REPORTS, ENTER REPORTS
IN COMPUTER, AND PROCESS SPECIFIC PAYROLL
TRANSACTIONS. CONDUCT INTERVIEWS AND MAKE
HIRING RECOMMENDATIONS. RECONCILE DAILY
FINANCIAL TRANSACTIONS AND PREPARE REPORTS.
PERFORM RELATED DUTIES AS NECESSARY. MUST POSSESS
A VALID DRIVER'S LICENSE. APPLICANTS ARE SUBJECT
TO BACKGROUND CRIMINAL INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR
COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL EXPERIENCE AS DESCRIBED
BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING
ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN THE AREA OF
ASSIGNMENT, TWO YEARS OF WHICH MUST HAVE BEEN IN
AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.
SUBSTITUTION: SUCCESSFULLY COMPLETED GRADUATE
STUDY IN THE AREA OF ASSIGNMENT FROM AN ACCREDITED
FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED
ON A YEAR-FOR-YEAR BASIS, NOT TO INCLUDE THE TWO
YEARS OF SUPERVISORY CAPACITY.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
PETE LAKE
DIV OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1302032 ON APPLICATION

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ACCOUNTING TECHNICIAN III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
FINANCE & ADMINISTRATION DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCTEC3 - UNDER GENERAL SUPERVISION, PERFORMS FULL-PERFORMANCE ACCOUNTING SUPPORT DUTIES. MUST BE A DEPENDABLE, TEAM MEMBER THAT HAS PROBLEM-SOLVING SKILLS. THE INCUMBENT IS RESPONSIBLE FOR: PREPARING AND MAINTAINING SPREADSHEETS; MONTHLY RECONCILIATIONS; PREPARING MONTHLY ACCOUNT DEPOSIT LOG; MATCHING INVOICES WITH RECEIVED CHECKS OR LOCK BOX REPORTS; ORGANIZING DEPOSITS AND JOURNAL VOUCHER FILE COPIES; SCANNING A/R DOCUMENTS; SET-UP OF CUSTOMER ACCOUNTS; CONTACTING A/R CUSTOMERS REGARDING PAST DUE BALANCES AND MAKING PAYMENT ARRANGEMENTS; RECOMMENDING ACCOUNT SUSPENSIONS TO SUPERVISOR; DELIVERING DEPOSITS TO THE STATE TREASURER'S OFFICE; PICK UP WARRANTS; OTHER DUTIES AS REQUIRED. KNOWLEDGE OF ACCESS DATA BASE, WORD, AND EXCEL IS DESIRABLE, KNOWLEDGE OF REMIS AND WVFIMS IS ALSO DESIRABLE. CANDIDATE MUST POSSESS A VALID WV DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART TIME PAID BOOKKEEPING, ACCOUNTING OR RELATED EXPERIENCE.

SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE-LEVEL ACCOUNTING COURSES FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED AT THE RATE OF THREE SEMESTER HOURS EQUALS SIX MONTHS EXPERIENCE;

OR

SUCCESSFUL COMPLETION OF RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED FOR THE EXPERIENCE THROUGH AN ESTABLISHED FORMULA.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

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DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JIM HASH
FINANCE & ADMINISTRATION DIVISION, DIRECTOR
1900 KANAWHA BLVD., EAST
BLDG 5 ROOM A-237
CHARLESTON, WV 25305

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ELECTRONIC TECHNICIAN II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ELTECH2 - UNDER GENERAL SUPERVISION, AT FULL PERFORMANCE LEVEL, AN EMPLOYEE IN THIS POSITION PARTICIPATES IN CREWS THAT TRAVEL STATEWIDE PERFORMING SKILLED MAINTENANCE AND REPAIR ON INTERSTATE AND EXPRESSWAY TRAFFIC SIGNAL/SYSTEMS AND HIGHWAY ILLUMINATION. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL REQUIRED WITHIN 4 MONTHS OF EMPLOYMENT.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN ELECTRONICS REPAIR OR LAND MOBILE RADIO/MICROWAVE EQUIPMENT REPAIR.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN ELECTRONICS OF AT LEAST 1080 CLOCK HOURS OR AN ASSOCIATE DEGREE IN ELECTRONICS OR ELECTRONICS ENGINEERING TECHNOLOGY FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: POSSESSION OF A GENERAL FCC RADIO LICENSE MAY BE REQUIRED. POSSESSION OF A VALID DRIVER'S LICENSE.

SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
CINDY CRAMER
WVDOH - TRAFFIC ENGINEERING DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-550
CHARLESTON, WV 25305

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2BT - UNDER GENERAL SUPERVISION, EMPLOYEE WILL PERFORM TASKS RELATIVE TO SIGN PRODUCTION IN THE CENTRAL SIGN SHOP. UNLOADING AND STOCKING RAW MATERIALS, CUTTING AND PUNCHING ALUMINUM SIGN BLANKS, APPLYING REFLECTIVE SHEETING TO SIGN BLANKS, PREPARING AND CLEANING INK SCREENS FOR SIGN PRINTING, PRINTING SIGNS USING INK SCREENING EQUIPMENT, ASSIST IN VERIFYING INVENTORY, MINOR SHOP MAINTENANCE ACTIVITIES, MONITOR MAINTENANCE ON SHOP EQUIPMENT, OPERATION OF FORK TRUCK, MAN-LIFTS AND ELECTRIC PALLET MOVERS AND DELIVERY OF MATERIALS TO DISTRICT SIGN SHOPS. STATEWIDE TRAVEL IS REQUIRED AND A CDL IS REQUIRED WITHIN 4 MONTHS OF EMPLOYMENT.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B

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COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CINDY CRAMER
WVDOH - TRAFFIC ENGINEERING DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-550
CHARLESTON, WV 25305

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HIGHWAY STOREKEEPER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
DISTRICT COMPTROLLER OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYSTKPR - THIS EMPLOYEE WILL WORK IN THE
ACCOUNTING SECTION OF DISTRICT ONE BEING
RESPONSIBLE FOR THE PURCHASING AND INVENTORY OF
ALL SUPPLIES USED WITHIN THE DISTRICT. THIS
EMPLOYEE WILL LEAD THE WORK OF THE STORE ROOM
PERSONNEL IN PURCHASING, RECEIVING, SHIPPING,
STORING, AND RECORDING OF MATERIALS AND SUPPLIES,
PURCHASING AND DISTRIBUTING SUPPLIES TO ALL
ORGANIZATIONS WITHIN THE DISTRICT. THIS EMPLOYEE
MUST HAVE COMPUTER KNOWLEDGE TO INPUT DATA AND
TRACK INVENTORY ORDERS AND PAYMENTS AND MUST BE
ABLE TO RESOLVE PROBLEMS THAT MAY ARISE IN THE DAY
TO DAY OPERATIONS AND CORRECT ERRORS. MUST HAVE
KNOWLEDGE OF STATE PURCHASING PROCEDURES, STORE
ROOM PROCEDURES, AND BOOKKEEPING AND FILING.
PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: EDUCATION EQUIVALENT TO GRADUATION
FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE AS A
STOREKEEPER, IN INVENTORY CONTROL OR PROCUREMENT
IN CONNECTION WITH LARGE SCALE WAREHOUSE
OPERATION.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 RAYMOND J. SCITES
 WVDOH - DISTRICT ONE
 1334 SMITH STREET
 CHARLESTON, WV 25301

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
BOONE COUNTY HEADQUARTERS
BOONE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - AN EMPLOYEE IN THIS CLASSIFICATION WILL OPERATE A VARIETY OF HEAVY EQUIPMENT SUCH AS A POWER GRADER, GRADALL, DOZER, BACKHOE, AND EXCAVATOR USED IN THE MAINTENANCE AND REPAIR OF STATE HIGHWAYS. THIS POSITION REQUIRES CERTIFICATION THROUGH MEDINA. THE EMPLOYEE IN THIS POSITION WILL BE REQUIRED TO PERFORM GENERAL LABORER DUTIES AS NEEDED. CANDIDATES POSSESSING A CLASS A CDL MAY BE GIVEN PREFERENCE. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTENANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

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SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RAYMOND J. SCITES
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DOT1300196 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
BOONE COUNTY HEADQUARTERS
BOONE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - AN EMPLOYEE IN THIS CLASSIFICATION WORKS UNDER GENERAL SUPERVISION OPERATING A VARIETY OF EQUIPMENT SUCH AS A FRONT END LOADER, BOOM MOWER, AND TANDEM AXLE TRUCK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. THIS POSITION WILL ALSO PERFORM GENERAL LABOR WORK ASSOCIATED WITH HIGHWAYS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY

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MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/
COMPLETION OF AN APPROVED TRAINING COURSE IN
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR
VEHICLE OPERATOR'S LICENSE; (2) A VALID
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT
OPERATION, AND MAY BE REQUIRED IN BRIDGE
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION
IN THE ASSIGNED AREAS AFTER APPOINTMENT;
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RAYMOND J. SCITES
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DOT1300197 ON APPLICATION

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
DISTRICT 1 BRIDGE DEPARTMENT
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2BMW - AN EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER GENERAL SUPERVISION PERFORMING SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, BRIDGES AND STRUCTURES, PATCHING BRIDGE DECKS, INSTALLING STEEL PILING, STEEL REINFORCING BARS, PLACING AND FINISHING CONCRETE, SET STEEL AND CONCRETE BEAMS, DRIVING DUMP TRUCKS TO TRANSPORT PERSONNEL, MATERIALS, OR EQUIPMENT TO AND FROM WORK SITES. MUST HAVE ABILITY TO CLIMB HIGH STEEL STRUCTURES AND OPERATE SMALL HAND POWER TOOLS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B

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COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RAYMOND J. SCITES
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DOT1300198 ON APPLICATION

DATE: JUNE 17, 2013
DOT1300248
PAGE: 1

TRANSPORTATION CREW SUPERVISOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TWO
CABELL COUNTY HEADQUARTERS
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: WORKING IN THE COUNTY HEADQUARTERS, WILL SUPERVISE TWO OR MORE SUBORDINATE CREW CHIEFS AS WELL AS SERVE AS A WORKING CREW SUPERVISOR IN THE REPAIR AND MAINTENANCE OF HIGHWAYS. WILL PLAN AND SCHEDULE WORK; ASSIGN EQUIPMENT, MATERIALS AND HUMAN RESOURCES. WILL PREPARE RECORDS OF TIME, EQUIPMENT AND MATERIALS; WILL OVERSEE AND CHECK THE PROGRESS AND QUALITY OF WORK BEING PERFORMED; WILL FUNCTION AS AN ASSISTANT TO THE COUNTY ADMINISTRATOR; WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVING LICENSE IS PREFERRED AND MAY BE REQUIRED AFTER APPOINTMENT. WILL PERFORM RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, ONE YEAR MUST HAVE BEEN IN A SUPERVISORY CAPACITY.
PROMOTIONAL ONLY: SEVEN YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE ABOVE TRAINING AND EXPERIENCE.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLE OPERATOR'S LICENSE OR A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DATE: JUNE 17, 2013
DOT1300248
PAGE: 2

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
SCOTT EPLIN
WVDOH - DISTRICT TWO
801 MADISON AVE
HUNTINGTON, WV 25704

PLEASE INCLUDE POSTING NUMBER DOT1300248 ON APPLICATION

DATE: JUNE 17, 2013

DOT1300495

PAGE: 1

TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
I-79, SECTION 3 HEADQUARTERS
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP -UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, TANDEM OR SINGLE AXEL DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. VALID CDL REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS

DATE: JUNE 17, 2013
DOT1300495
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EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
GREG PHILLIPS
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1300495 ON APPLICATION

DATE: JUNE 17, 2013
DOT1300496
PAGE: 1

TRANSPORTATION WORKER 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
MARION COUNTY HEADQUARTERS
MARION

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW1CW
PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE
CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, BRIDGES,
RELATED BUILDINGS AND STRUCTURES. CLEANS CULVERTS
AND REPAIRS SHOULDERS. FLAGS TRAFFIC. USES LIGHT
MOTORIZED EQUIPMENT. USES A VARIETY OF MANUAL AND
POWER HAND TOOLS. OPERATES LIGHT MAINTENANCE
TRUCKS, ETC. ROUGH CARPENTRY. ASSISTS OTHER CO-
WORKERS. FOLLOW ORAL AND WRITTEN INSTRUCTIONS.
WORK COOPERATIVELY WITH OTHERS. MAINTAIN ROUTINE
RECORDS. MAY BE EXPOSED TO HAZARDOUS AND
INCLEMENT WEATHER. CDL REQUIRED 6 MONTHS AFTER
EMPLOYMENT. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
SPECIAL REQUIREMENT: A VALID MOTOR
VEHICLE LICENSE IS REQUIRED. A COMMERCIAL
DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOY-
MENT.

SALARY: PAY GRADE 10H \$9.73 - \$17.35

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
GREG PHILLIPS
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1300496 ON APPLICATION

DATE: JUNE 17, 2013

DOT1300497

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 009

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
HARRISON COUNTY HEADQUARTERS
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP -UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, TANDEM OR SINGLE AXEL DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. ALTERNATE POSTING DOT1300498

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS

DATE: JUNE 17, 2013
DOT1300497
PAGE: 2

EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
GREG PHILLIPS
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1300497 ON APPLICATION

DATE: JUNE 17, 2013

DOT1300498

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TRANSPORTATION WORKER 1

CLASSIFIED POSITION VACANCIES 009

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
HARRISON COUNTY HEADQUARTERS
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW1CW
PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE
CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, BRIDGES,
RELATED BUILDINGS AND STRUCTURES. CLEANS CULVERTS
AND REPAIRS SHOULDERS. FLAGS TRAFFIC. USES LIGHT
MOTORIZED EQUIPMENT. USES A VARIETY OF MANUAL AND
POWER HAND TOOLS. OPERATES LIGHT MAINTENANCE
TRUCKS, ETC. ROUGH CARPENTRY. ASSISTS OTHER CO-
WORKERS. FOLLOW ORAL AND WRITTEN INSTRUCTIONS.
WORK COOPERATIVELY WITH OTHERS. MAINTAIN ROUTINE
RECORDS. MAY BE EXPOSED TO HAZARDOUS AND
INCLEMENT WEATHER. CDL REQUIRED 6 MONTHS AFTER
EMPLOYMENT. PERFORMS RELATED WORK AS REQUIRED.
ALTERNATIVE POSTING DOT1300497.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
SPECIAL REQUIREMENT: A VALID MOTOR
VEHICLE LICENSE IS REQUIRED. A COMMERCIAL
DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOY-
MENT.

SALARY: PAY GRADE 10H \$9.73 - \$17.35

DEADLINE: JUNE 26, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
GREG PHILLIPS
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1300498 ON APPLICATION

DATE: JUNE 17, 2013

DOT1301072

PAGE: 1

HIGHWAY ADMINISTRATOR IV
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 10
DISTRICT 10 MAINTENANCE
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM4: WILL ASSIST THE DISTRICT MAINTENANCE
ENGINEER IN THE GENERAL MANAGEMENT OF TWO OR
MORE COUNTIES, EXPRESSWAY OR DISTRICT WIDE
MAINTENANCE ORGANIZATIONS. WILL ASSIST IN
PREPARATION OF WORK SCHEDULES, MATERIALS,
MAINTENANCE PLANS, ASSIST IN PREPARING ANNUAL
PLANS AND BUDGETS. MUST HAVE BROAD KNOWLEDGE OF
COUNTY AND EXPRESSWAY MAINTENANCE PRACTICES AND
PROCEDURES. WORK IS PERFORMED WITHIN A DEFINED
FRAMEWORK OF POLICY, BUT THE INCUMBENT
INDEPENDENTLY MAKES ENGINEERING DECISIONS WITHIN
THAT FRAMEWORK AND MAY MAKE OR ASSIST IN MAKING
BROAD DECISIONS IN SETTING OBJECTIES AND GOALS.
MAY SUPERVISE LOWER LEVEL EMPLOYEES. PERFORMS
RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
COLLEGE OR UNIVERSITY WITH A DEGREE IN
ENGINEERING, BUSINESS OR PUBLIC ADMINISTRATION,
OR RELATED FIELD.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY
BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A
YEAR FOR YEAR BASIS.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALEN
PART-TIME PAID PROFESSIONAL OR MANAGERIAL
EXPERIENCE IN BUSINESS ADMINISTRATION, PUBLIC
ADMINISTRATION, TRANSPORTATION, CONSTRUCTION,
MANUFACTURING, MINING OR THE ARMED SERVICES.
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE
IS REQUIRED.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: JUNE 26, 2013

DATE: JUNE 17, 2013
DOT1301072
PAGE: 2

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 TOM CAMDEN
 WVDOH - DISTRICT TEN
 270 HARDWOOD LANE
 PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DOT1301072 ON APPLICATION